

Program B: Office of the State Inspector General

Program Authorization: R.S. 39:3; 39:4; 39:7; 39:8; and 49:212

PROGRAM DESCRIPTION

The mission of the Office of the State Inspector General Program in the Division of Administration is to promote a high level of integrity, efficiency, economy and effectiveness in the operations of the executive branch of state government; and to promote and increase the general public confidence and trust in state government. In keeping with its mission, the Office of State Inspector General provides the governor, state officials, state managers, and the general public with an independent means for detection, and deterrence of waste, inefficiencies, mismanagement, misuse and abuse of state resources within the executive branch of state government on a statewide basis. The goals of the Office of the State Inspector General Program in the Division of Administration are:

1. To assist the governor, elected officials and government administrators (department secretaries, agency heads, etc.) by providing timely and pertinent information used for operational decisions, correcting problems, and/or making improvements in state operations.
2. To increase public confidence in state government by (a) providing the general public with a means to report concerns and have those concerns investigated; (b) giving the general public a place for assistance in communicating with and obtaining services from other state agencies; and (c) providing the public a central point to express views on legislation and governmental operations.

The Office of the State Inspector General Program in the Division of Administration includes three activities: Administration, Investigative Audits and Operational Audits, Compliance Audits, and Management Services.

The Administration activity includes work performed by the inspector general, state audit director, state audit assistant director, and a secretarial staff of two. The primary function of management is to ensure the goals and objectives of the section are accomplished with resources appropriated through the budget process. Specifically: (a) planning, which includes selecting objectives, identifying alternatives, making decisions, and implementing plans and procedures to achieve specified goals; (b) organizing in such a manner to provide the proper structure for delegation of responsibility, which will allow appropriate assignment of activities and to provide for open lines of communication both formally and informally; (c) staffing, including recruitment, training, and development of abilities to ensure the attainment of specified goals; (d) directing by providing appropriate guidance to subordinates for clear understanding of assignments; (e) controlling by monitoring and evaluating staff activities and taking corrective action when necessary; and (f) coordinating the activities of the staff.

The Investigative Audits activity consists of planning, conducting, and reporting reviews of investigations of waste, mismanagement, fraud, misuse, or abuse of state resources. The primary function of the individual employee performing an investigative audit is to present a clear, timely, and accurate evaluation of the activity reviewed. To accomplish the task, the employee must: (a) plan the work by establishing objectives and scope of the work, obtain background information including criteria (laws, rules, regulations, policies, etc.), perform a preliminary survey, and create a work plan; (b) perform field work by collecting, analyzing, and interpreting and documenting information related to the objectives of the project in order to support the final results; and (c) communicate the results of the review through both formal and informal methods. After a report is issued and a reasonable period of time has lapsed, follow-up work is performed to ensure that actions have been taken in accordance with recommendations made in formal reports.

The Operational Audits, Compliance Audits, and Management Services activity consists of providing the governor and state management with evaluations of procedures, systems, processes, and records utilized in a functional or organizational area for the purpose of determining the effectiveness, efficiency, and economy of the activity evaluated. Additionally, the audits are conducted to ensure that operations are in compliance with existing laws, rules, and regulations. Audit performance requires proper planning; collecting, analyzing, and interpreting information; reviewing the documentation for conclusions rendered; and communicating results of the review through written reports. Management services are available to various agencies or sections for assistance with special needs. For example, the CDBG Program has used this office for assistance in the review of financial reports. This arrangement has enabled the Division of Administration to apply the cost of the service to its administrative match of the CDBG Program.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To complete the fieldwork of 80% of cases opened within the same fiscal year.

Strategic Link: This operational objective is an ongoing process toward accomplishing the Division of Administration's Strategic Goal 7: *To provide for the effective and efficient dissemination, execution, and implementation of executive policy and legislative mandates.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

Explanatory Note: The Office of State Inspector General will annually investigate cases of alleged waste, inefficient operations, mismanagement or abuse in the executive branch of state government and issue timely reports to the governor. The office will continue to provide highly professional, independent and objective reviews of major functions within the executive branch of state government; to report significant findings to the governor and state administrators in a timely manner; to assist in halting adverse activities identified; to assist in recovering losses related to those activities identified; and provide recommendations to correct problems detected for a more efficient, effective and economical means of operation.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of cases opened and closed within the same fiscal year	Not applicable ¹	59%	80%	80%	80%	80%

¹ This was a new performance indicator for FY 2000-2001. It did not appear under Act 10 of 1999 and has no performance standard for FY 1999-2000.

**GENERAL PERFORMANCE INFORMATION: OFFICE OF THE STATE INSPECTOR
GENERAL**

PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of cases opened	130	114	150	150
Number of cases closed	125	125	145	101
Number of cases opened and closed in the same fiscal year	91	101	112	104
Number of referrals to other authorities	31	24	30	19

2. (KEY) To provide 100% of reports to the Governor no later than 45 working days after the completion of fieldwork.

Strategic Link: This operational objective is an ongoing process toward accomplishing the Division of Administration's Strategic Goal: *To provide for the effective and efficient dissemination, execution, and implementation of executive policy and legislative mandates.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of reports issued to the Governor within 45 days after completion of fieldwork	Not applicable ¹	100%	100%	100%	100%	100%

¹ This was a new performance indicator for FY 2000-2001. It did not appear under Act 10 of 1999 and does not have a FY 1999-2000 performance standard.

**GENERAL PERFORMANCE INFORMATION: OFFICE OF THE STATE INSPECTOR
GENERAL**

PERFORMANCE INDICATOR	PRIOR YEAR ACTUAL FY 1996-97	PRIOR YEAR ACTUAL FY 1997-98	PRIOR YEAR ACTUAL FY 1998-99	PRIOR YEAR ACTUAL FY 1999-00
Number of public reports issued	21	23	19	13
Recommended dollar recovery	\$345,195	\$518,944	\$108,008	\$397,748

3. (KEY) To provide timely service by completing 97% of Community Development Block Grant (CDBG) reviews within 30 working days.

Strategic Link: This operational objective is an ongoing process toward accomplishing the Division of Administration's Strategic Goal 7: *To provide for the effective and efficient dissemination, execution, and implementation of executive policy and legislative mandates.*

Louisiana: Vision 2020 Link: Not applicable

Children's Cabinet Link: Not applicable

Other Link(s): Not applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of CDBG reviews completed within 30 working days	Not applicable ¹	96% ¹	95%	95%	97%	97%

¹ This was a new performance indicator in FY 2000-2001. It did not appear under Act 10 of 1999 and does not have a FY 1999-2000 performance standard.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$967,818	\$1,001,375	\$1,001,375	\$1,027,442	\$1,005,757	\$4,382
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$967,818	\$1,001,375	\$1,001,375	\$1,027,442	\$1,005,757	\$4,382
EXPENDITURES & REQUEST:						
Salaries	\$727,883	\$710,393	\$666,186	\$676,533	\$663,002	(\$3,184)
Other Compensation	3,386	0	12,480	12,480	12,480	0
Related Benefits	113,562	116,226	114,638	116,132	114,177	(461)
Total Operating Expenses	57,450	109,219	141,800	156,026	149,827	8,027
Professional Services	0	0	0	0	0	0
Total Other Charges	65,537	65,537	66,271	66,271	66,271	0
Total Acq. & Major Repairs	0	0	0	0	0	0
TOTAL EXPENDITURES AND REQUEST	\$967,818	\$1,001,375	\$1,001,375	\$1,027,442	\$1,005,757	\$4,382
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	18	15	14	14	14	0
Unclassified	0	0	0	0	0	0
TOTAL	18	15	14	14	14	0

SOURCE OF FUNDING

This program is funded with State General Fund.

ANALYSIS OF RECOMMENDATION

GENERAL FUND		TOTAL	T.O.
\$1,001,375	\$1,001,375	15	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$0	(1)	Transfer position to the Administration Program / Buildings and Grounds to provide security for NOCCA.
\$1,001,375	\$1,001,375	14	EXISTING OPERATING BUDGET – December 15, 2000
\$3,202	\$3,202	C	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$3,699	\$3,699	C	Classified State Employees Merit Increases for FY 2001-2002
\$8,027	\$8,027	C	Risk Management Adjustment
\$1,275	\$1,275	C	Salary Base Adjustment
(\$15,486)	(\$15,486)	C	Attrition Adjustment
\$3,665	\$3,665	C	Other Adjustments - Civil Service training positions and reallocations
\$1,005,757	\$1,005,757	14	GRAND TOTAL RECOMMENDED

The total means of financing for this program is recommended at 100.4% of the existing operating budget. It represents 93.7% of the total request (\$1,072,710) for this program. The primary difference in total recommended and existing operating budget is due to statewide adjustments.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services for Fiscal Year 2001-2002

OTHER CHARGES

Interagency Transfers:
\$2,191 Department of Civil Service

\$64,080 Department of Justice for legal services

\$66,271 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2001-2002